

3.1 SET GOALS

What to Do

On the next page you will identify specific jobs you are interested in researching and pursuing. Once you know more about a particular field or you want to explore career options, use the form on the following page to help you explore your options.

Step 1: Identify jobs that interest you and write the titles on the following page.

Step 2: Find out the salary range and necessary skills. Compare these to your financial needs and transferable skills.

Step 3: Identify the training experience you need to qualify for the positions you find interesting.

Step 4: Include your family members in your decisions.

So many of our dreams at first seem impossible. And then they seem improbable. And then, when we summon the will, they soon become inevitable. (Christopher Reeve)

PROFESSIONAL GOALS WORKSHEET

Job Title	Salary Range	Necessary Skills	Your Skills	Training/ Experience Needed
1. _____	\$ _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
2. _____	\$ _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
3. _____	\$ _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
4. _____	\$ _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
5. _____	\$ _____	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____

What to Know

Now that you have done a personal appraisal and some career exploration, you need to make some career decisions to provide direction for your job search. You need to establish realistic goals, then figure out the best way to achieve them.

There are three types of goals:

- Short-range (6 months to 1 year)
- Intermediate-range (1 to 5 years)
- Long-range (5 to 10 years)

You may need to make realistic career goals for each time range. What you want to be doing in five years may not be feasible now, but you can work toward that goal. You may need to find a short-term, stopgap job before you can obtain the appropriate, long-term position you really want. You may need to obtain a position or training in the short-term in order to qualify for the long-term position you would like to pursue.

You need to have some consistency between your short-term and long-term goals. Each job along the way should be a step toward your long-term goal. You have already started the process of personal appraisal. This is an important step in goal setting.

You might also want to refer to your individual transition plan from preseparation counseling.

What to Do

It is difficult to make decisions about which goals to pursue if you do not know what your goals are or how you want your career to progress. Your goals must be SMART:

Specific
Measurable
Adaptable
Realistic
Trackable

1. Specific

If your goal is not specific you may not have a firm idea of how to get that job.

EXAMPLE: *I want a good paying, daytime job so I can continue my education.*

This job goal is not specific enough to suggest where to start looking for this kind of employment. Your job search will not be focused. You may find a job, but it will probably not be the most appropriate one.

EXAMPLE: *I want a job in warehousing because I already have military experience doing this type of work. It needs to be part-time and at night so I can use my military education fund to attend school during the day which will enable me to change my career. The position must pay at least \$7.00 per hour and have a minimum of pressure so I can concentrate on my studies.*

This employment goal is specific enough to suggest where to start looking for this kind of employment.

2. Measurable

Make a realistic, daily/weekly time table. This allows you to measure whether or not you are consistent in your employment search efforts.

EXAMPLE: I will contact 3 employers per day on Tuesday, Wednesday and Thursday. On Monday and Friday, I will answer newspaper ads and send resumes.

Setting up a time table avoids procrastination.

3. Adaptable

Setting an employment goal is like using a road map with optional routes. If your search is not getting results, try an alternative route to your destination.

EXAMPLE: I have been looking for a \$9.00 per hour, part-time, evening warehouse job so I can go to school during the daytime.

I have not had any results. I will begin looking for a \$8.00 per hour, daytime warehouse job and will go to school during the evening.

Change your search method if it is not working. If your search method is working stick with it. Remember: You can stick with your employment search method but change your employment preference, the wage you want, or the hours you will be available to work.

4. Realistic

Make sure your employment goals are realistic for your personal needs, the local economy and the job market. Your goals may be appropriate for your current needs, but not realistic for the current economic situation. You may have to settle for a position with less pay, less benefits and less advancement because the position you need and want is not available in your local employment market. You may have to consider other work until you can move to an area that has the employment opportunities you want and need.

5. Trackable

You need to be able to trace your steps in your search for appropriate employment. Keeping track of where you go, with whom you speak and the results of each contact is extremely important. If your search is not getting results, you need to be able to look specifically at your efforts in order to see if there is some element that is missing or needs to be added. You cannot improve what you cannot track.

Now that we have demonstrated the **SMART** technique, write your own short-, intermediate- and long-range goals. Make them employment related. It is easiest to start with long-range goals and work backwards to short-range goals.